

Minutes

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 was held on the above date at the Lenola Fire House. The meeting was called to order at 7:00 p.m. by President Wesolowski.

Commissioners Wesolowski, Grant, Niedermayer and Ruggiano were present. Also in attendance were Chief Grant, Fire Official/Hall Manager Orsini, Battalion Chief DiPaolo, Chief's Assistant Brian Wesolowski and Administrator Knobbs.

Wesolowski identified the emergency exits, indicated the front door was opened to the public and opened the meeting by reading the following statement in accordance with the "Open Public Meetings Act":

This meeting of the Board of Fire Commissioners, Fire District No. 2 of The Township of Moorestown is being held in accordance with the Open Public Meetings Act of 1975. Pursuant to the "Act", on February 9th, 2018 the required notice was transmitted to the *Burlington County Times* and the *Moorestown Sun*.

Additionally, the required notice was posted on the bulletin board, reserved for such notices, in the lobby of the Town Hall, 111 West Second Street, Moorestown, NJ 08057, on the bulletin board of the Moorestown Municipal Library, 111 West Second Street, Moorestown, NJ 08057 and on the bulletin board of the Lenola Fire House, 229 North Lenola Road, Moorestown, NJ 08057 and filed with the Clerk of the Township of Moorestown on this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 9th, 2018 and mailed to each person who has requested copies of the schedule of meetings.

An affidavit certifying that the aforesaid delivery and posting of notices was prepared and signed by the Administrator.

Wesolowski called for a salute to the flag and a moment of silence for our departed members.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the June 6, 2018 meeting were approved by the four commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. The new 90 degree cutters have been received and installed on the truck.
2. "Living for a Cause" has donated pet CPR masks. Squad and Fire Trucks have been outfitted.
3. Reports for June 2018 were posted on the board and submitted.

Chief's Assistant Report:

Chief's assistant reported ongoing project of updating the Right to Know/Hazcom plans, updated all Hazard notifications through Central, Researched and finalized new tire quotes for 3135 and reviewed all documents for the Exhaust System from the bid.

Captain's Report:

Battalion Chief DiPaolo gave the following report for the month of June prepared by Captain Walter Fox:

1. All apparatus were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout June.
3. Reports were submitted and filed.

Fire Official Report:

Fire Official Orsini mentioned that the report provided for June is submitted with the best numbers available at the time of the report. Most of the system updating has been completed, but there are still some outstanding

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.
3. Advised of participation at the mall for Super Heroes Saturday. Also participating was Inspector DiPaolo and Firefighter Carruthers.
4. Advised that the Transfer line problem from the drafting point at the mall is scheduled to have an inspection performed on the pipe next week to determine the extent of the damage as well as what is needed to repair same. Orsini advised that he will be away on vacation, but Inspector Mann is available if any problems arise.

Rental Manager's Report:

Hall Manager Orsini gave the following report for May:

1. There were seven affairs held during the month.
2. There were approximately forty-five inquiries via email and telephone.
3. There were seven bookings during the month for 2018 and three for 2019.
4. Security deposits are scheduled to be returned.
5. One affair cancellation had the deposit returned.
6. Updated dates will be posted in the lounge.

Orsini reports that the hall is extremely busy for the rest of 2018 with all weekends booked with only a few Fridays available.

Squad Report:

No report received by the administrator, no squad representative present.

Bills:

The Statement of Expenditures, listing of bills to be paid in July were provided to the Board members for review prior to the meeting. Administrator Knobbs discussed the bills highlighted on said Statement and reported on bills received after the report was published.

Knobbs also discussed the matter of \$4,241.00 bill from NJM that goes back to the 2016 Workers Comp bill and the receipt of another bill, with payment options that will need to be addressed prior to 7/23/18 or they are threatening to cancel our current policy. Discussion was had over the options the Board has, ongoing conversations with our Insurance rep, Don Sheldon and the Insurance Board. Sheldon is due to have an answer from the Insurance Board in the next few days. The Board will hold this payment until Mr. Sheldon has a chance to discuss this with the Insurance Board and at that time the Administrator will poll the board individually with the options at that time.

President Wesolowski questioned the bill for the County for the Firehouse Software that is not being used by us. Chief Grant and Assistant Wesolowski discussed the current software in use. After discussing the uses and options, President Wesolowski asked that the Chief investigate the current software available and streamline the system as we are currently paying for three systems. Chief Grant will follow up with the County.

Commissioner Grant questioned the Brown & Brown bill for renewal of Surety Bond for V. Konecsny. This bill is for her position as Financial Secretary for the Fire Company.

There being no further questions or comments on the bills, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to pay the July bills and any regular bills that come in was approved by the four commissioners present.

(List of Bills Paid in July will be provided at the next meeting)

Commissioner Ruggiano abstained on all invoices relating to his position as a Building Maintenance Employee.

Venue Requests:

President Wesolowski discussed the Venue Request that was received. Request is from the Fireman's Association to hold their annual Caucus meeting in the hall on Tuesday August 28, 2018. Motion by Commissioner Niedermayer, seconded by Commissioner Grant to allow the use of the hall was approved by the four commissioners present.

Old Business:

1. Source Capture Exhaust System – Administrator Knobbs advised the board of the results of the Bid Opening on 6/29/18 and the resulting recommendation by the Board’s Solicitor. Following the discussion President Wesolowski introduced and read **Resolution 2018-16** “*Resolution Accepting Bid and Awarding Contract to Clean Air Company for a Source Capture Exhaust System*”.. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. On a roll-call vote, the resolution was adopted 4-0.

Wesolowski -Aye

Grant -Aye

Niedermayer -Aye

Ruggiano -Aye

2. Computer for the Solicitor- Administrator Knobbs advised that the computer had been wiped clean and configured by our systems expert C. Ruggiano and was turned over to Mr. McCloskey in mid-June.

3. Tires for 3135- Discussion was held concerning the purchase of Michelin brand tires for the ladder as opposed to the previously discussed Bridgestone tires. Chief Grant and Commissioner Ruggiano stated that the tires have a more aggressive tread pattern not available in the Bridgestone’s and that they were in their opinions safer due to their extreme use rating. Motion by Commissioner Ruggiano, seconded by Commissioner Grant to purchase the Michelin Tires was approved by the four commissioners present.

4. Fire Official, UFD Appeal- Administrator Knobbs reports that there have been no further updates at this time. F.O. Orsini complied with their request to rewrite his submitted job duties and at this time it is still being reviewed.

5. Meeting Room Air Conditioner- Meeting room air has been working fine, Commissioner Ruggiano reports that he has been in contact with Atmostemp and they have ordered the ceiling tiles that were damaged. They were a special order and they will be out as soon as they are received.

6. 2017 Audit Process – Administrator Knobbs reported that he has been in contact with both Ed Paul and former Administrator Booth. Mr. Paul still has a few schedules review to complete his review. Mr. Paul apologized as he had been out of the office for almost two weeks due to a death and having to attend a funeral. He will complete as soon as possible and hopefully be ready prior to the August meeting. President Wesolowski asked Knobbs to forward the books to the board members as soon as they were received so hopefully we can adopt the report at the August meeting if all the commissioners completed their review and areas required to be read by statute.

New Business:

1. IamResponding Subscription renewal- Administrator Knobbs reported on the subscription options available from 1 year to 5 year subscription. President Wesolowski stated that due to the way the software has been changing and the previous discussion concerning the Firehouse and ProPhoenix software he would prefer to stick with a one year subscription. Board members agreed and on a motion by Commissioner Grant, seconded by Commissioner Ruggiano to proceed with a one year subscription renewal for \$800.00 was approved by the four commissioners present.

2. Electricity Auction for rate reduction- Administrator Knobbs reported that since the old agreement for electrify rates that the district was a part of in conjunction with the Township had expired, he was contacted by John Smith who had worked on the previous agreement in conjunction with former Administrator Booth. He stated that even though the Township is not going out for a packaged rate reduction, we could proceed by ourselves in this endeavor. Knobbs discussed the procedure for doing this. He also stated that at this time he has not had a chance to fully review the bills and rates available to determine what saving if any there would be. President Wesolowski inquired as to why the Township is not pursuing this and Knobbs replied that he has not been able to speak with Tom Merchel from the Township as to their reason, but that the feeling was that the rate disparity that had previously been available had shrunk and that there was not a great rush to enter into a new contract. Knobbs suggested to the board to wait for further analysis before making any decisions. He will report back to the board at the next meeting with the progress.

3. Automated payment for Ecolab- Administrator Knobbs reported that the option for automated payment offers no savings or incentives to the Board. He recommended that the payment continue on the as received basis it is currently under.

4. Mass Mutual Funds- Administrator Knobbs reported that he has spoken with Walter Malin concerning getting access to view the accounts online. During that discussion he also reviewed the current investments and rates being received. The Mass Mutual Odyssey account is performing well. The fund is an annuity that has a guaranteed 3% interest rate. The other fund is Panorama Passage account which is performing above the money markets but Malin suggested possibly looking into a new fund that would perform better. Knobbs advised that this was simply and advisement to the board and Malin is continuing to look at possibilities. Nothing needs to be decided by the board at this time.

5. Shared Services & Personnel Committees- President Wesolowski reported that due to the retirement of Commissioner Maahs-Knobbs, there is an opening on the Shared Services Committee and the Personnel Committee. He stated that he has spoken with Commissioner Niedermayer and he is agreeable to serving on both committees. Motion by Commissioner Grant, seconded by Commissioner Ruggiano to appoint Commissioner Niedermayer to the Shared

July 11, 2018

Services Committee and the Personnel Committee was approved by the four commissioners present.

6. Bay Door Sensors- Commissioner Ruggiano brought up the replacement of the bay door sensors. There is money in the budget for the replacement and there were quotes submitted last year. He would like to see this project completed prior to the Exhaust System being installed. Administrator Knobbs will look into the quotes and if refreshed quotes are need he will work with Commissioner Ruggiano to obtain new quotes and report back at the next meeting.

Meeting opened to the public:

There being no further questions or comments from the public, this portion of the meeting was closed.

Wesolowski added that there was no need for an Executive Session.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Stephen W. Knobbs
Board Administration